



JOB DESCRIPTION

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| <u>Job Title:</u> | City Attorney |
| <u>Department:</u> | Executive |
| <u>Reports To:</u> | City Manager |
| <u>Overtime Classification:</u> | Exempt |
| <u>Date:</u> | November 2016 |

Definition:

Under the direction of the city manager, plan, direct, and coordinate comprehensive legal services for the city; provide legal counsel to the city manager, city council, city staff, committees, and commissions. Provide legal advice to guide city policies, decisions, and activities; represent the city at various court levels in civil, criminal, and administrative hearings; draft and interpret city ordinances and resolutions; negotiate real property acquisition; participate in the city short- and long-term planning to ensure proper consideration of legal issues. This position may also be required to provide staff support to the city manager on a variety of programs, issues, and assignments which may change significantly, based on the city manager's determination of priorities and focus. This support is anticipated to include involvement on code initiatives, contract management, administration of and participation in the city's safety program, commission member training, lead parliamentarian, and primary city liaison to local service clubs. Serve as a member of the city's leadership team. This position is FLSA exempt, and requires attendance at evening meetings and the completion of projects and deadlines that fall outside of the normal work week schedule without additional compensation.

Supervision:

Work under the direction of the city manager.

Essential Job Functions:

- Provide comprehensive legal services for the city and protect the city's interests covering, but not limited to, land use planning, construction of public works, purchasing and procurement, leasing, purchase and sale of property, employment matters, public disclosure issues, and tort law. Attend meetings and provide counsel, services, training, opinions and advice that includes methods to avoid civil litigation to the city manager, council, staff, committees and commissions.
- Represent or supervise representation of the city at civil and criminal misdemeanor matters and in administrative hearings.
- Participate as a member of the city's leadership team in a collaborative, supportive and customer-service-oriented manner. Attend and participate in legal, regional, and statewide committees and professional organizations, providing input and legal advice on various issues, as appropriate.
- Participate in the city's short- and long-range planning to assure proper consideration of legal issues; prepare and update short- and long-range strategic plans to assure the division's contribution to the city's overall plans and strategies; negotiate real property acquisitions.
- Prepare or participate in the drafting and review of letters, ordinances, contracts, resolutions, policies, real estate documents, and other legal documents prepared by the city to assure proper

wording to limit the city liability, to assure they carry out the city's intent, comply with local, State and Federal laws, and protect the city's interests. Draft opinion letters as required or requested.

- Prosecute and/or defend civil actions brought by or against the city, its officials, officers, and/or employees, including, but not limited to, condemnations, local improvement districts, zoning regulations, and jurisdictional and other disputes.
- Act as contract manager on assigned franchise agreements and contract, including the prosecution contract and related activities of the city.
- Coordinate outside counsel retained by the city in specialized litigation and other matters to assure compliance with specifications; timelines, and legal requirements.
- Attend regular and special city council sessions; participate in meetings and conferences with other city committees, commissions, officers, and staff; provide legal advice, as required.
- Track and analyze legal and policy issues, trends, and developments that impact or may potentially impact the city, including proposed and enacted State and Federal legislation. Recommend appropriate responses, where necessary, to protect the city's legal interests. Utilize networks to establish contacts and sources of information relevant to the city.
- Prepare annual and special City Attorney's Office budgets to enable the department to achieve its objectives; implement, monitor and control budgets.
- Coordinate legal division functions with other city departments, to assure unified progress towards the city's objectives.
- Conduct in-house training with staff, council and commissions on areas such as municipal processes, government transparency, etc.
- Act as lead parliamentarian by providing knowledge and instruction to staff or council as necessary.
- Initiate methods to improve the city's legal operations and programs.
- Driving is essential to perform job functions (see special requirements).

Non-Essential Job Functions:

- Serve as the acting city manager, when directed, in the city manager's absence.
- Lead the process for the city's code initiatives, particularly involving community outreach and ultimately the development of ordinances.
- Oversee the city's Safety Program and related procedures, including attendance at regularly-scheduled meetings, agenda and minute preparation, and Safety Handbook updates, as required.
- Act as liaison to community groups, as directed, including Kiwanis, Rotary, etc.
- May be instructed to attend a variety of meetings in place of the city manager.
- Other related duties, as assigned.

Qualifications:**Knowledge of:**

- Operational characteristics, services, and activities of a municipal law program, including city organization, policies, and objectives.
- Duties, powers, limitations, and authority of city government and the City Attorney's Office.
- Principles and applications of civil, criminal, and administrative law, including alternative sentencing methods.
- Judicial procedures and rules of evidence.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Legal precedents and court decisions affecting local government.
- Materials and methods of legal research.
- Requirements of criminal record maintenance and retention.
- Established precedents applicable to municipal activities.
- Highly refined interpersonal skills using tact, patience and courtesy.
- Operation of a computer, various software programs, electronic devices, and general office equipment necessary to accomplish job duties.

Ability to:

- Read, interpret, analyze, apply and explain legal documents, principles, facts and evidence, as well as federal, state and local regulations, policies and procedures. Recommend actions accordingly.
- Represent the city in a wide variety of civil, criminal, and administrative proceedings. Prepare, present, and conduct trials and legal appeals.
- Present statements of law, fact and argument, clearly and logically.
- Resolve conflicts and gain cooperation among conflicting groups and/or individuals.
- Conduct research on legal problems using a variety of media and prepare sound legal opinions.
- Evaluate the likely practical consequences of varying legal strategies.
- Analyze a wide variety of legal issues for the purpose of identifying, sorting, and incorporating essential facts, issues, and information for the preparation of diverse legal documents.
- Learn and adapt to new technologies in practicing law.
- Effectively meet deadlines when dealing with a challenging workload.
- Communicate effectively both orally and in writing; communicate complex legal information, concepts and ideas to a variety of audiences in a clear, comprehensive and professional manner.
- Establish and maintain effective working relationships.
- Deal with the public tactfully and courteously in person and on the telephone; use appropriate discretion, maintain professional demeanor in dealing with issues of a difficult and emotional nature, including confrontational in-person contacts.
- Plan and organize work. Meet schedules and time lines, often under pressure with multiple deadlines.
- Work independently, yet cooperatively, as a member of a service-oriented team.

Education and Experience:**Minimum Criteria:**

A Juris Doctorate from a law school accredited by the American Bar Association, membership in the Washington State Bar, and five (5) years of increasingly responsible professional legal experience are required. An alternative combination of experience and training that would provide the required knowledge and abilities may be considered.

Preferred Criteria: *(In addition to Minimum Criteria)*

Three (3) or more years of relative experience in a municipality.

Special Requirements:

- Possession of a valid Washington State driver's license with complete driving record that meets the standards set forth by the city's insurance authority, or the ability to obtain a driver's license one within one month.
- Completion of a national criminal background check with acceptable results.
- Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment.

Physical Demands and Work Environment:

- Constant Demands: Sitting, talking, hearing, seeing.
- Frequent Demands: Standing, walking, carrying files and boxes, twisting above the waist and reaching, bending at waist, reaching below the knees, repetitive hand and arm motion and fine finger manipulation in the use of a computer.
- Occasional Demands: Driving, climbing stairs and ladders, pushing/pulling, working at heights/balancing, crouching, kneeling, squatting, grasping, foot controls, ability to lift up to 40 lbs.
- Environmental Factors: Office environment with low noise levels; subject to constant interruptions; most of employee's time spent indoors.